



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON HESSEN
UNIT 20193, BOX 0001
APO AE 09165-0001

IMEU-HAN-ZA

DEC 15 1994

MEMORANDUM FOR SEE DISTRIBUTION

Subject: Command Policy #6-7, Control of Military Personnel Identification Cards

1. Personnel Identification Card Procedures.

a. Military and civilian personnel identification cards issued by Department of Defense (DOD) agencies (hereinafter "DOD ID cards") are sensitive items that directly impact force protection and installation security. All personnel have the personal responsibility and obligation to safeguard his or her DOD ID card;

b. DOD ID cards are government property;

c. DOD ID card holders can gain access to military installations worldwide;

d. DOD ID card loss or theft can significantly impact the government's ability to maintain proper security and supervision on military installations;

e. The loss of a DOD ID card personally jeopardizes the safety of all U.S. personnel and their family members. Accordingly, those personnel negligent in safeguarding their DOD ID cards, especially if misuse can be proven, may be subject to adverse administrative and/or disciplinary action under the Uniform Code of Military Justice (UCMJ). Civilian personnel may face appropriate adverse administrative action.

2. Effective immediately, the following policy applies to all military and civilian personnel within the USAG Hessen

a. All military and civilian personnel are responsible for the security and safekeeping of their DOD ID card at all times;

b. Individuals who have been issued a DOD ID card may under no circumstances surrender the DOD ID card with the intent to abandon the card. The DOD ID card may, however, be temporarily handed over for review as an identification document. Once temporarily handed over, personnel must immediately secure the DOD ID card upon verification of identity. All personnel who fail to secure the DOD ID card after verification of identity will be deemed to have surrendered the card;

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c. Personnel may not surrender DOD ID cards to gain entry to any establishment. Personnel may not patronize establishments that demand the surrender of a DOD ID card in exchange for entry or purchase of alcohol;

d. Cardholders may not use the DOD ID card as collateral for borrowing/renting items or for credit (e.g. using the DOD ID card to secure a taxi ride; run a bar tab instead of using cash or credit card;

e. Selling or giving a DOD ID card to an unauthorized person is a federal offense and is strictly prohibited by law;

3. Loss or theft of a DOD ID Card.

a. Incidents of loss or theft of a DOD ID card must be immediately reported to the Military Police and the chain of command;

b. Each incident of theft or loss will be reviewed, on a case-by-case basis, for appropriate disposition by the chain of command.

4. This policy letter is punitive in nature. Military personnel who fail to comply with this policy may face adverse administrative action and/or punishment under Article 92, UCMJ. Civilian personnel may face appropriate adverse administrative action.

5. Nothing in this policy letter is intended to conflict with existing laws and regulations governing the handling and disposal of DOD IDcards. Commanders will ensure that all military and civilian personnel are briefed on this policy.

6. Expiration. This policy memorandum replaces CP 6-7, dated 4 Oct 06, and remains in effect until superseded or rescinded.

7. Point of contact is the Directorate of Emergency Services at DSN 322-1380.



HERMAN WILLIAMS III
COL, MP
Commanding

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